

Retention and Classification Report

Agency: Provo (Utah). Municipal Council (3034)

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Records Officer

15858 *Agenda
84957 City Council minutes
15874 *Council agenda
15875 Council business files
25253 Publications

AGENCY: Provo (Utah). Municipal Council

SERIES: 15858

3

TITLE: Agenda

DATES: 2015.

ARRANGEMENT:

DESCRIPTION:

They are notices of date, time, locations of meeting and items to be discussed by committee members at regularly scheduled, special, and emergency public meetings.

RETENTION:

Retain for 2 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 1.

AUTHORIZED: 09/18/1995

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public UCA 63G-2-201(2) Provo City Ordinance 1993 3.13.020(3)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Provo (Utah). Municipal Council

SERIES: 84957

4

TITLE: City Council minutes

DATES: i 1851-

ARRANGEMENT: Chronological.

DESCRIPTION:

The city and town council minute books were created as the official record of the city council meetings. handwritten entries were usually mad by the city clerk in meetings that were held on a regular basis. Special meetings were scheduled as needed. Typical entries contain information about budgeting and finance; city ordinances; business and professional licensing procedures; police activities; and improvements in public service such as street repairs. The City Council has also been know as the City Commission.

RETENTION:

Retain permanemtly.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03/10/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm duplicate: For records beginning in 1851 through 1968.
Retain in State Archives permanently.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

AGENCY: Provo (Utah). Municipal Council

SERIES: 84957

TITLE: City Council minutes

(continued)

APPRAISAL:

Administrative Historical Legal

Council minutes are key historical records because they document the decisions and actions of the municipal council.

PRIMARY CLASSIFICATION:

Public UCA 63G-2-103(17) and (18)(a)(i) and (ii)

AGENCY: Provo (Utah). Municipal Council

SERIES: 15874

3

TITLE: Council agenda

DATES: undated.

ARRANGEMENT:

DESCRIPTION:

These files contain the public notification of date, time, place and items to be presented to City Council for consideration at regularly scheduled, special and emergency city council meetings.

RETENTION:

Retain for 2 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 7.

AUTHORIZED: 09/18/1995

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public UCA 63G-2-103(17) and (18)(a)(i) and (ii)

AGENCY: Provo (Utah). Municipal Council

SERIES: 15875

3

TITLE: Council business files

DATES:

ARRANGEMENT:

DESCRIPTION:

These files contain copies of documents that council received as exhibits for regular or special city council meetings. They include copies of agenda, copies of ordinances and resolutions, special reports, and related correspondence. These files are also known as Council Exhibit Files and Council Agenda Files.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 05/22/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

APPRAISAL:

AGENCY: Provo (Utah). Municipal Council

SERIES: 15875

TITLE: Council business files

(continued)

PRIMARY CLASSIFICATION:

Public UCA 63G-2-103(17) and (18)(a)(i) and (ii)

AGENCY: Provo (Utah). Municipal Council

SERIES: 25253

3

TITLE: Publications

DATES: 1940-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the city of Provo or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published. See temporary list for holdings detail.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 03/12/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Publications which document agency history and functions have ongoing research value.

PRIMARY CLASSIFICATION:

Public